

How to check the Helpdesk Voice mail Box

To do this there are 2 methods. Follow the instruction below:

Method #1

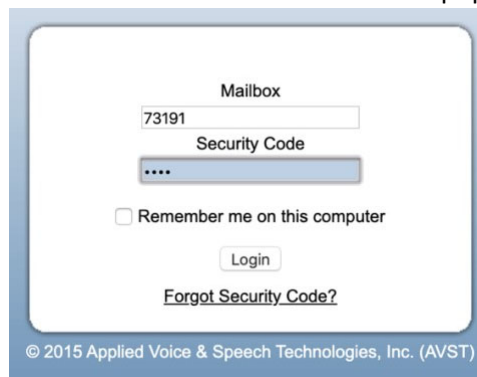
Retrieving Messages from the Voice Mailbox:

- From Outside, Off Campus:
- Call the CX-E Phone Number **(718) 997-4545**
- Indicate you are a Subscriber by pressing the **Pound Key #**
- Enter your Mailbox Number **7XXXX**
- Enter your password. **XXXX**
- Follow Prompts.

Method #2

Retrieving Messages via a web browser

- Go to **<http://qcvoicemail.qc.cuny.edu>** you will see the login screen below.
- Enter the Mailbox # **7XXXX** and
- the Password **XXXX**
- click login ignore the “this connection is not secure” pop up



- After you login successfully the screen below will show the list of all the QC voicemails left.
- Click on the play button to start listening to the message.
- After you have replied make sure you save the message by clicking on “Save” below the message.
- Also notice the caller phone number will show on the left, unless it is blocked.
- **Use Firefox preferably.**

